Echo360 Personal Capture

User Guide

Echo360 is continually updating the documentation. Check the Echo360 documentation wiki for the most current version: *http://confluence.echo360.com/display/52/EchoSystem+5.2+Welcome+and+FAQs*

©2013 Echo360. All rights reserved. Echo360® and the Echo360 logo are registered trademarks of Echo360, Inc. All other trademarks are property of their respective owners.

Welcome to Personal Capture!

Personal Capture (formerly called EchoCapture Personal or PCAP) is a capture application built primarily for you, the Academic Staff user.

With Echo360 Personal Capture, you can record your voice (audio), your local computer screen (a PowerPoint presentation or other material) and a webcam video. Our primary goal is to support you, the Academic Staff user, in creating learning moments that students can review both before and after class.

Our goal is to keep the application simple and clean. To create recordings, you select the inputs and record. The recordings can then be edited before publishing to the EchoSystem Server (ESS). Only recordings you select will be uploaded. Feel free to record several times to achieve your desired results.

Once published, the recording will be made available to students in all the formats ("products") you select.

The topics listed below show you how to set up Personal Capture, make a recording, and publish it for students.

- Create a Recording
- Review a Recording
- Edit a Recording
- Publish a Recording
- Supported Web Cameras
- Configure Recording Devices
- Set General Configuration
- Set Server Configuration

Personal Capture provides automatic updates as necessary. See Getting Personal Capture Updates for more information.

Thank you for using Echo360 Personal Capture.

Getting Personal Capture Updates

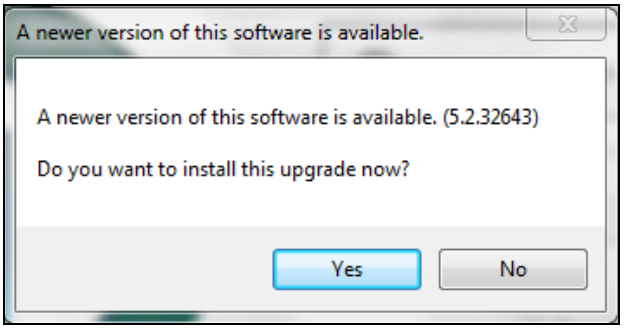
Keeping Personal Capture easy to use is one of our primary goals. To do so, we sometimes provide updates. If an update is available, Personal Capture prompts you to update the software.

Software updates are managed through the ESS and are also necessary after ESS updates.

We recommend that you keep Personal Capture up-to-date, ensuring the best recording quality and use with the your ESS.

The automatic update process requires a network connection. If one is available, Personal Capture checks for updates every time it is opened. If a newer version is found, you will be prompted to update Personal Capture. The dialog box differs, depending on your operating system.

- **Windows:** Click **Yes** to download and install the update. Click **No** to update later, as shown in the following ***example*** figure.


A newer version of this software is available.
A newer version of this software is available. (5.2.32643)
Do you want to install this upgrade now?
Yes
No

- **MacOS:** Click **Install** to download and install the update. Click **Not right now** to update later, as shown in the following ***example*** figure.

Newer version available
There is a newer version of the Echo360 Personal Capture Application available (6.0.32004). Do you want to install it now?
Not Right Now
Install

After the update is installed, the application restarts.

Supported Web Cameras

USB webcam manufacturers change models very frequently. This makes qualification a challenge to software providers like Echo360. Manufacturers that adhere to industry-standard software frameworks, interfaces, and APIs are more apt to have cameras that are compatible with EchoSystem Personal Capture. While we attempt to support a wide variety of cameras, we strongly recommend you use one of the tested webcams listed below. These cameras have been tested in house and are guaranteed to work with Personal Capture.

The Windows version of Personal Capture uses Windows Media Encoder (WME) to recognize web cameras (webcams) on PCs and laptops. IF WME cannot recognize your webcams, then Personal Capture will not function.

Best Practice: Use the "Driver Only" Installation Method
In most cases, webcam vendors allow for a "driver-only" installation of the camera software. We recommend using this installation method if possible. Sometimes, the software included with the webcam can interfere with the Personal Capture connection to the webcam. In some cases, the "driver-only" method is the only supported method.

Echo360 continues to add support for additional webcams.

Test Protocol for an Unsupported Camera

If you cannot use one of the recommended cameras, perform a full test of the available camera. In many cases the camera will work, even if it has not been tested by Echo360. If the webcam fails, please enter a support request.

When testing unsupported cameras:

1. Ensure that there are no other software applications accessing the webcam while Personal Capture is running.
2. Do a 15 minute A/V capture/recording with the unsupported camera.
3. Examine the media using the Personal Capture software editor.
4. Publish the capture to the EchoSystem Server (ESS) and wait for processing.
5. Evaluate the processed results (the output "products") from the ESS.
6. Does it meet your standards?

Tested Webcams

In the most recent webcam certification at Echo360, we focused on new consumer level high-end USB cameras from Microsoft, Logitech, and HP. These cameras provide both 720p and 1080p captures. However, they also require much more computing power and storage space. Processing on the back end, where ESS creates the output for students to view, is also increased due to the size and complexity of the captures. Consider these issues when you select the resolutions to capture.

Best Practice: Always Test Your Cameras!
Video and display captures take a great deal of system resources. Test your cameras – even the qualified ones.

Windows (Vista/7)

The following cameras have been tested for A/D/V and A/V/V recordings on Windows 7.

- Logitech C910, C920
- Microsoft LifeCam Cinema, Microsoft LifeCam Studio

The following cameras have been tested for A/V recordings on Windows XP/Vista/7 drivers:

- Logitech Quickcam Orbit AF, Quickcam Pro 9000, Quickcam Pro for Notebooks, Quickcam Pro 3000/4000/5000
- Microsoft LifeCam VX-7000 (driver-only installation only)
- Winbook WB-6120 Webcam
- HP integrated cameras

Macintosh

The following cameras have been tested for A/D/V and A/V/V recordings on MacOS:

- Apple iSight Camera (MacBook, MacBook Pro, MacBook Air built in)
- Logitech C910, C920
- Microsoft LifeCam Cinema, Microsoft LifeCam Studio

The following cameras have been tested for A/V recordings on MacOS:

- Logitech Quickcam Orbit AF, Quickcam Pro 9000, Quickcam Pro for Notebooks, Quickcam Pro 3000/4000/5000
- Microsoft LifeCam VX-7000 (driver-only installation only)
- Winbook WB-6120 Webcam
- HP integrated cameras

Set General Configuration

In general, Personal Capture will self-configure on installation. It defines the locations for storing recordings and the EchoSystem Server (ESS) for posting information. However, there are occasions where you may wish to change the configuration.

General Configuration settings are accessed as follows:

- In Windows, from the Main Menu, select **Tools > Options...**
- In MacOS, from the Main Menu, select **Echo360 Personal Capture > Preferences...**

The configuration settings are contained within two areas: General options or Preferences, and Server options or Preferences. These settings specify:

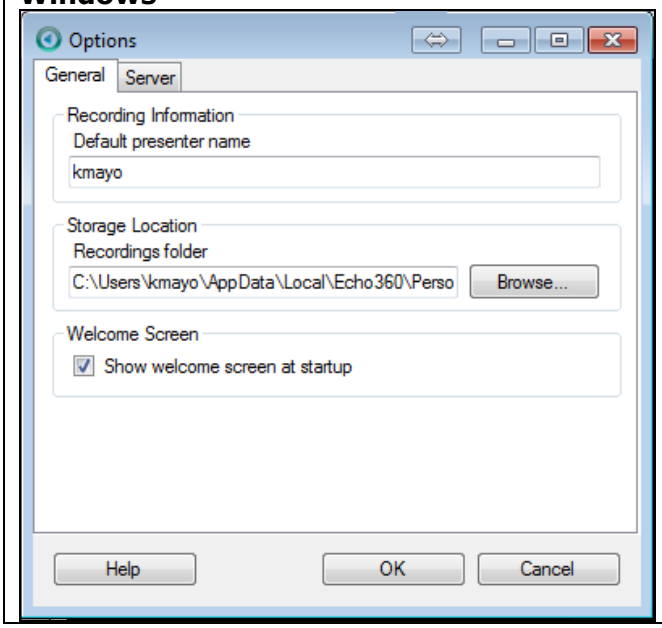
- The presenter name;
- The location for saving recordings;
- Whether to show the Welcome screen at startup;

The Macintosh version differs from the Windows version in that it supports background transcoding and uploading. This option allows you to shut down Personal Capture and do other work while the media files are processed and uploaded to the ESS. We recommend that you enable this option. It is described in more detail below.

To change any of the General Options, follow these steps:

1. If necessary, click **General** to activate the General tab/dialog box. The Windows and MacOS versions are shown in the below figures.

Windows

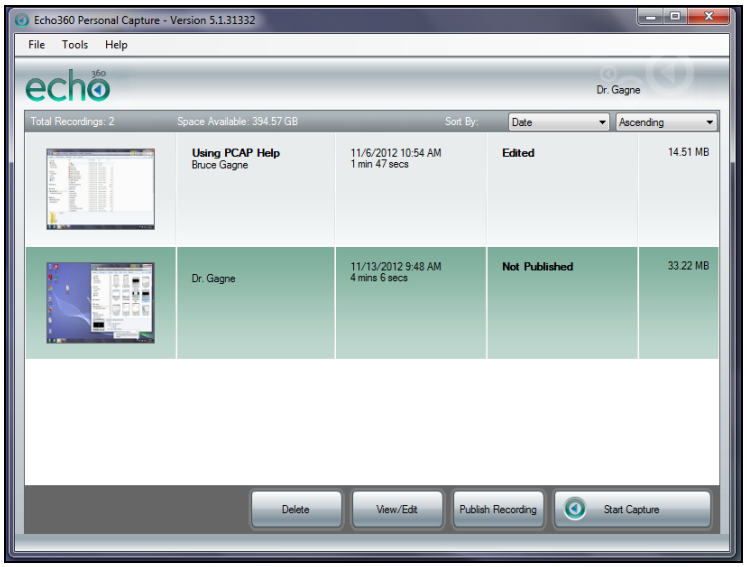


MacOS

2. Enter the default presenter name (usually your name). When students see this recording listed in the EchoCenter, the name specified here will be associated with it. You can customize the name later.

3. Enter the storage location (the recordings folder name). Recordings will be stored in this folder on your computer's hard disk. The default locations are:
   - **Windows:** C:\Users\{username}\AppData\Local\Echo360\Personal Capture\recordings
   - **MacOS:** /System/Users/{user}/Documents/Echo360/Personal Capture/recordings
4. To change the storage location, follow these steps.
   a. Click the button next to the field.
      - **Windows:** Browse...
      - **MacOS:** Change...
   b. Navigate to the desired directory.
5. Check or clear the **Show welcome screen at startup** box.
   - If you check the box, you see the **Welcome Screen** at startup:

   - If you clear the box, you see the **My Recordings** screen at startup:



6. **For MacOS only:** Check or uncheck the **Transcode and upload in the background** checkbox.

- We recommend that you leave this preference checked (this is the default).
- When checked, you can create a new recording or edit recordings while a completed recording is being prepared and uploaded for distribution.
- This setting also allows you to use Personal Capture to capture a lecture you give in the classroom. You might want to do this when the usual capture methods set up by a System Administrator are not available.

Set Server Configuration

Consult Your System Administrator
Your System Administrator should provide the information for this section.

The Personal Capture software must know the location of the ESS in order to post or upload your recordings. This section allows you to define the ESS location, or web address. Change these settings only when directed by your System Administrator.

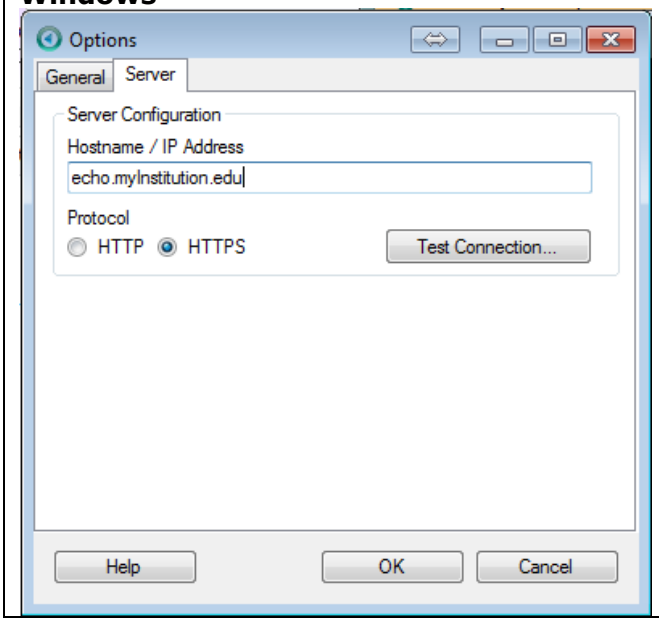
The items that the Server configuration settings specify:

- The ESS where Personal Capture will publish completed recordings.
- The ESS that will be checked for software updates
- The protocol used when uploading Personal Capture recordings to the ESS

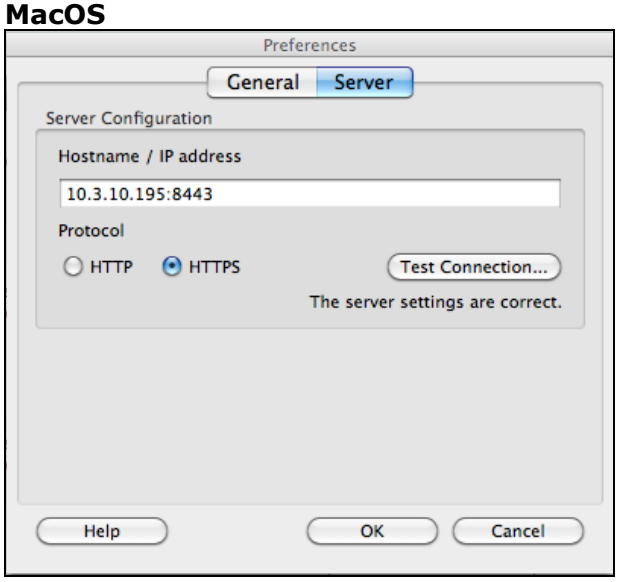
Follow these steps.

1. Click **Server** to activate the Server tab/dialog box.
2. Enter the **Hostname / IP Address** of the EchoSystem Server (ESS). This may already be populated with the ESS from which the Personal Capture installation was downloaded.
3. Select the connection protocol (HTTP or HTTPS).
4. Click **Test connection**. If you do not see **The server settings are correct**, contact your System Administrator.
5. Click **OK**.

Windows



MacOS



Always Test your Server Configuration If You Change It!
Personal Capture will not be able to upload your recordings if the server configuration is incorrect.

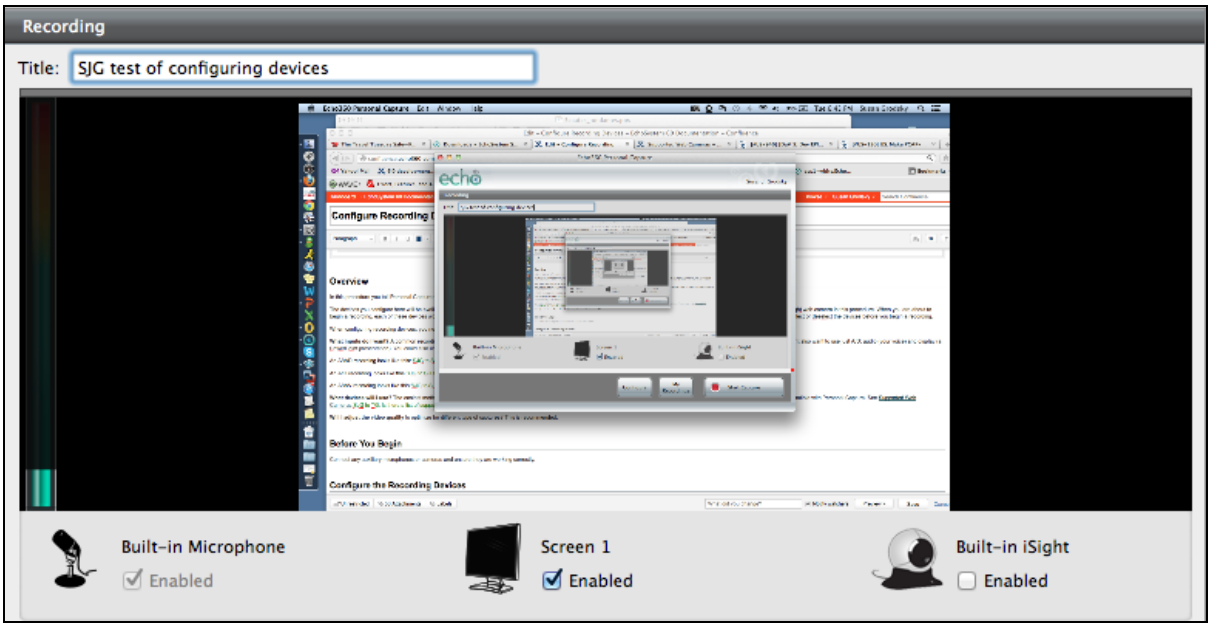
Configure Recording Devices

What Does It Mean to "Configure Devices"?

Before you start a capture, you need to select which devices you will record. By "configure devices" we mean that process of selecting the devices to record. You could set this up once and use just those devices forever. But you can also use different devices and different configurations for different captures. You can capture:

- Audio only (A)
- Audio and screen display (A/D)
- Audio and video (A/V)
- Audio and screen display and video (A/D/V)
- Audio and video and video (A/V/V)

You use the Audio/Video Devices dialog box to select the devices. The devices you select will be available for you to enable or disable when you begin recording. Say, for example, that you configured the Built-in microphone, Screen 1, and the Built-in iSight web camera. When you are about to begin a recording, each of these devices would be shown at the bottom of the precapture page.



You can enable or disable them from the recording screen. (The Built-in iSight camera is disabled in the screen shown.) However, if you do not configure the devices in this procedure, you will not see them listed on the recording screen. You cannot enable or disable them at all.

How Do I Know What Devices to Configure?

In many cases the devices you select will be fairly simple. Consider these questions when choosing the devices to configure. You can always toggle these on or off before the capture begins if your preferences change.

What data do I want in the recording? Probably the most common configuration is A/V/D: the recording contains **audio** (your voice), **video** (your image), and **display** (a PowerPoint presentation or other screen display). This configuration gives you the ability to have a "talking head" with a slide presentation. It will be displayed within the EchoPlayer as a dual channel capture.

However, you might just want a simplified A/D capture with only **audio** and **display**. This way, if you are camera shy, you can walk through your slide presentation and discuss it, but your image is not recorded.

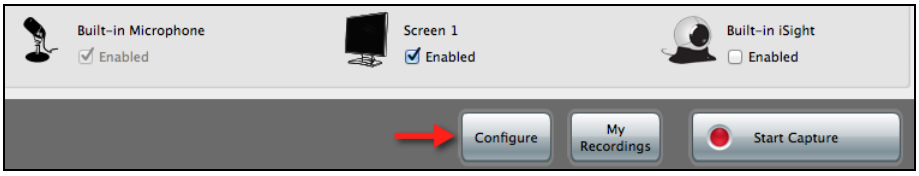
If you are more adventuresome, you could record a full A/V/V capture that contains **audio** and two **video** channels. You might use this if you are conducting an interview with another person: one camera is focused on your face, the other on your interviewee. The recording shows both of you. You might also want to use one camera on your face and another camera on an object that you discuss. For example, if you are teaching a physiology course, you might point this second camera at your hands while you disassemble a model of a human organ.

What devices will I use? The easiest method is to select and use the system display, the built-in microphone and the built-in video camera (which are very common on laptop computers.) You can also connect other microphones and/or cameras, so long as they are compatible with EchoSystem Personal Capture. See Supported Web Cameras.

Configure the Recording Devices

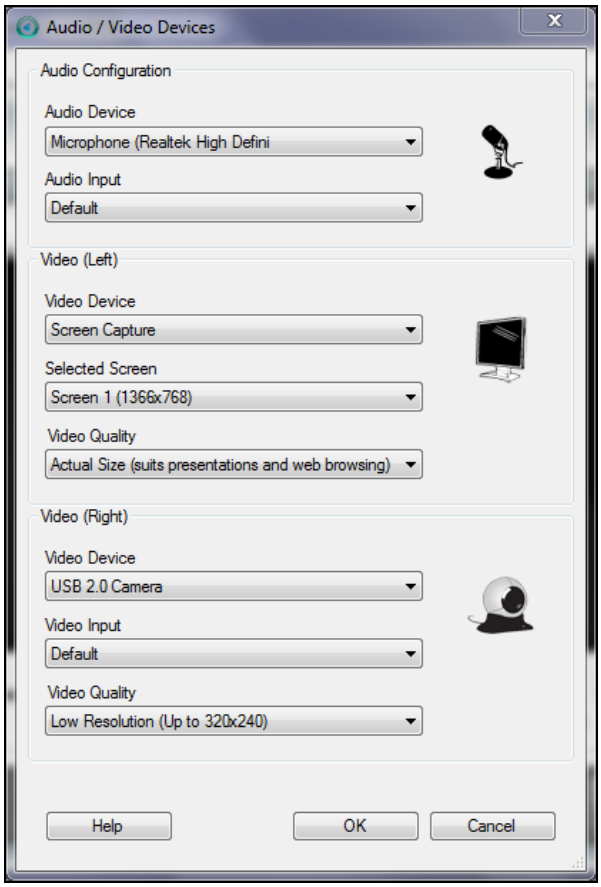
Follow these steps.

1. From the **Welcome Screen** or **My Recordings** screen, click **Start Capture**. This takes you to the precapture page.
2. In the bottom panel, click **Configure**.

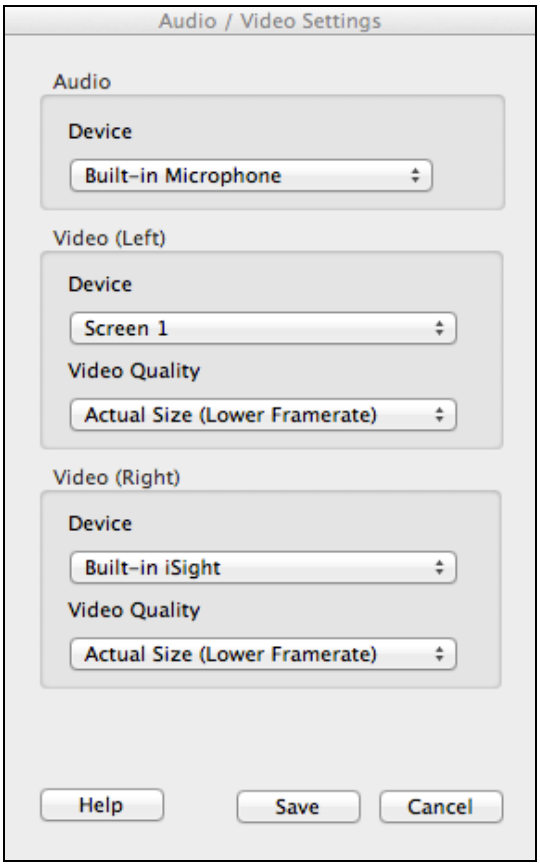


3. The Audio/Video Devices page appears.
   - Review the selections within the dialog box and correct any field as necessary.
   - The Device drop-down lists show the devices that are plugged in and registered with the operating system.
   - **If your device is not listed**, close Personal Capture, plug in your device and restart Personal Capture. Devices not detected by the operating system are not usable by Personal Capture.
   - The dialog box differs, depending on your operating system. Both are shown in the below figures.

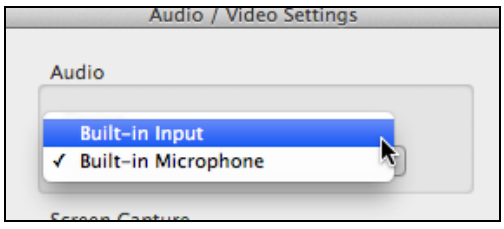
Windows



MacOS



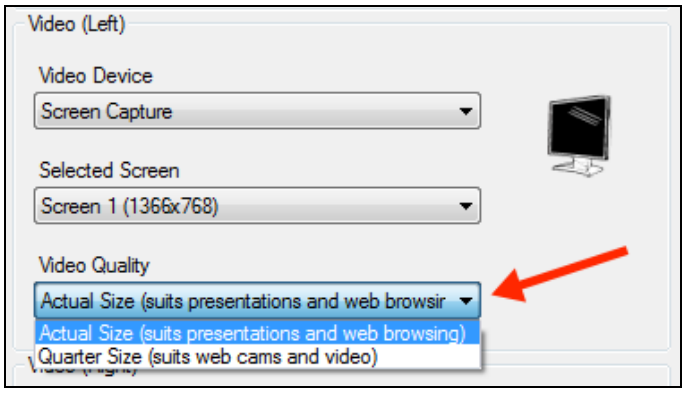
4. Select the Audio device you will use.
   a. Under **Audio**, click the drop-down list for the device type.
   b. Select the recording device.
   c. In **Windows**, if different types of input are available from the selected audio device, select it from the **Audio Input** drop-down list. In most cases, however, you can leave the setting at **Default**.



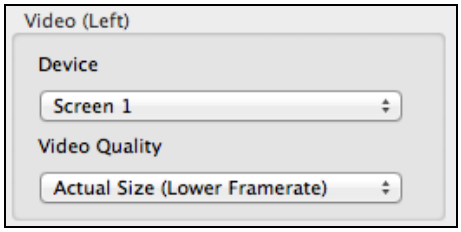
5. Select the **Video (Left)** device you will use. You can choose either a capture of the computer screen display, or video input. If you use two visual inputs (either display and video or two video inputs), the data captured with the Video (Left) device appears on the left side of the finished recording. That is, it will be to the left of the data captured by the Video (Right) device.

- In **Windows OS**, select the following:
  a. To capture your screen display, select **Screen Capture** from the Video Device drop-down list.
  b. To capture video, select the attached camera from the Video Device drop-down list.
  c. Choose the **Selected Screen** from which you want to capture. In most cases, you can leave this setting at the default of **Screen 1** for screen display capturing, or **Default** for video capturing. If you have multiple monitors configured for the computer, you will want to be sure to select the proper screen for the screen display input.
- In **Mac OS**, select the following:
  a. To capture your screen display (a PowerPoint presentation or other screen display) select **Screen 1** from the Device drop-down list.
  b. To capture video, select the video input device from the Device drop-down list.

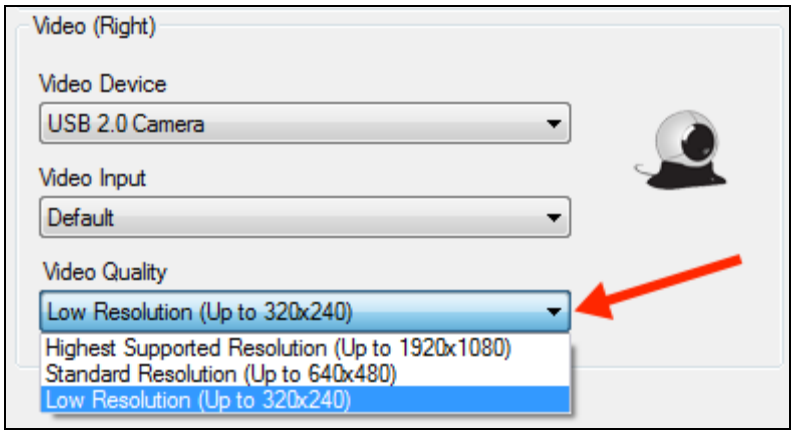
6. Select the **Video Quality** for the Video (Left) input. This option differs, depending on your operating system.
   - **Windows**: If you selected Screen Capture for the Video (Left) input, select **Actual Size** from the Video Quality drop-down list, as shown in the figure below.
     - This generates a recording that shows the desktop display at the same size and quality as it appears on your screen while you record.
     - If you selected a camera for the Video (Left) input, see the Video Quality instructions in the step below.



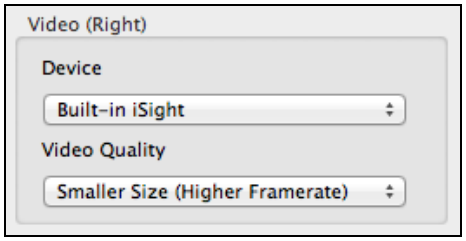
   - **MacOS:** When selecting the size for a Display input, remember that **Actual Size (Lower Framerate)** will create the best capture, but requires a large amount of storage and processing time. It also produces large playback files that are slow to load and challenge students' patience. Choose **Smaller Size** unless you have a strong need for the higher resolution.



7. Select the **Video (Right)** device you will use. The data captured will appear on the right side of the recording. That is, it will be to the right of the data captured by the Video (Left) device.
   - This device *must* capture video, using either the built-in camera or another camera you attach. To capture onscreen display items, use the Video (Left) selections noted above.
   - The **Video Quality** drop-down list, shown in the Windows dialog box below, allows you to select **Low**, **Standard** or **High** resolution for the video capture. The higher the resolution, the larger the resulting file will be, and the more time it will take to upload to the server. Selecting Low or Standard resolution is sufficient in most cases. Select High resolution if there are details shown in the video capture that require the highest possible resolution.
   - **Windows:** If different types of input are available from the selected device, select it from the **Video Input** drop-down list. In most cases, however, you can leave the setting at Default.



MacOS dialog box:



8. Click **Save**.

Now you have configured Personal Capture. You can always go back and re-select devices if you change inputs. These inputs appear on your precapture page. You can always toggle them on and off from the precapture page, changing the inputs for a particular capture.

If You Are Using Two Cameras

Capturing video with USB cameras has opened the door to many advancements in educational technology. Echo360 gives you the capability to use one or two ("dual") USB cameras in each capture. This opens up even more opportunity. However, USB cameras

introduce computational and storage loads on personal computers and laptops. Even with the increased power of newer hardware, dual USB camera captures can strain the machines.

When you use two video cameras, please consider these issues:

- **Insufficient processing power.** The sheer amount of data captured by two cameras, especially if the cameras are capturing at high definition, can strain the processing power and internal bandwidth (data transfer) of your computer.
- **Mis-sychronization.** Differences in camera quality, initialization/start-up time, and configuration can cause the two videos to be slightly mis-sychronized.

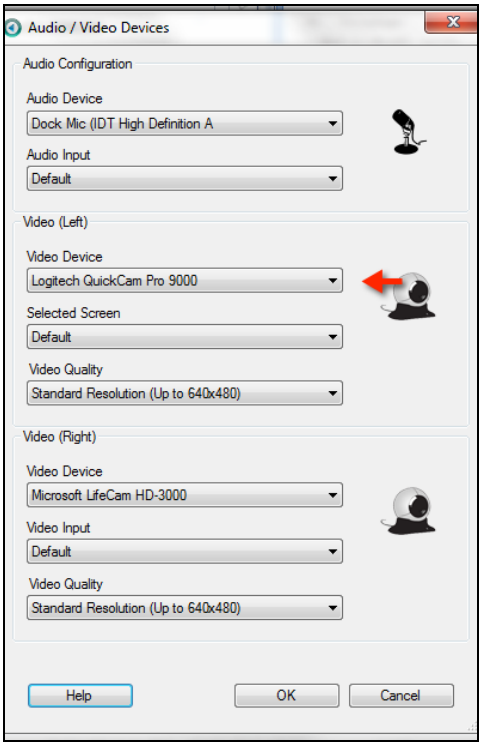
Best Practice: Do Some Test Captures
Do some test captures first. This is a good idea for any model camera but especially important with newer, high definition cameras, which can strain the processing power of your computer. Make sure the capture proceeds well and the output is what you expect.

Windows

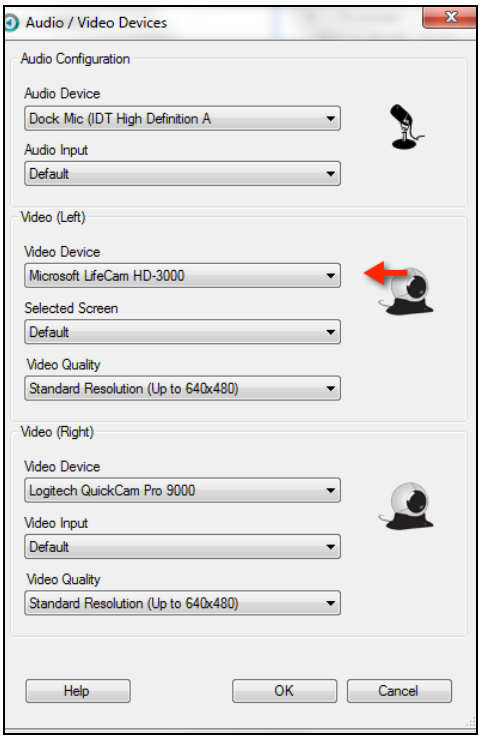
On Windows 7 machines, follow these tips to minimize synchronization issues.

- Use two identical cameras. That is, use two cameras that are the same make and model.
- Record at the medium or lower setting.
- Use the most powerful personal computer or laptop you can. More powerful machines tolerate the high-definition captures better.

If you still have synchronization issues, try switching the devices in the Configuration dialog box. Say, for example, that the camera called Logitech QuickCam Pro 9000 is the Video (Left) camera and Microsoft LifeCam HD-3000 is the Video (Right) camera, as shown below.

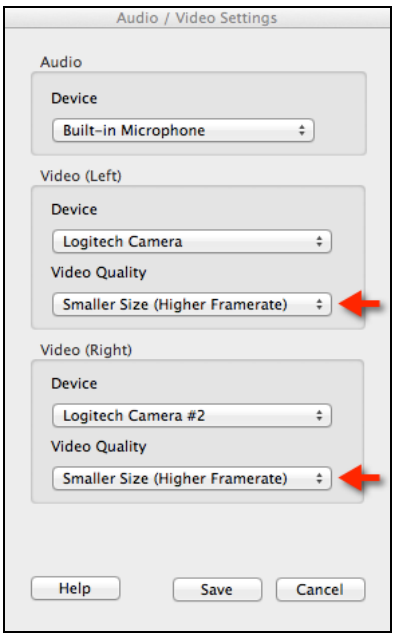


You would switch them. The Logitech QuickCam Pro 9000 becomes the Video (Right) camera and the Microsoft LifeCam HD-3000 becomes the Video (Left) camera, as shown below.

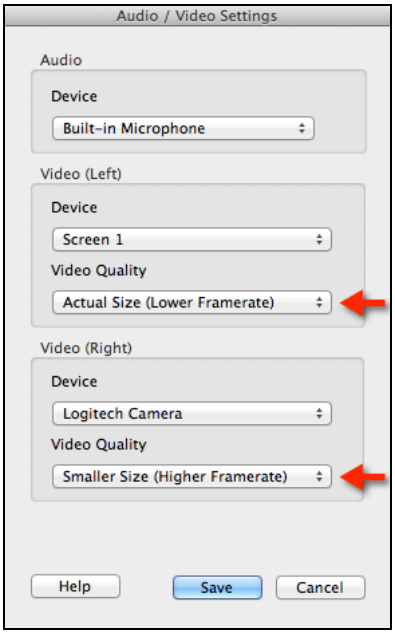


Macintosh

On Macintosh systems, we have found that adjusting the Video Quality settings to a **Smaller Size** for both channels (as shown below) alleviates synchronization issues in an A/V/V capture. On the Macintosh, the **Smaller Size** resolution is equivalent to TV/VCR quality and requires less processing power from your computer.



When recording A/D/V captures, mix **Actual Size** and **Smaller Size**. Choose the **Actual Size (Lower Framerate)** Video Quality for the camera capturing the display, and choose **Smaller Size (Higher Framerate)** for the camera capturing the video. This mixed configuration provides high-quality display while optimizing the size of the video capture.



Create a Recording

Once you have set the General Configuration and the Server Configuration for your Personal Capture installation, and configured your recording devices, you can prepare and distribute a Personal Capture recording in three to six steps. The first four are these:

1. Prepare to Record
2. Start the Recording
3. **Optional:** Pause and Resume a Recording
4. Stop the Recording

At this point, you have captured a learning moment, but you may want to review your capture, and if necessary, edit it. You will certainly want to publish the recording to the EchoSystem Server (ESS). Once it is published, the media will be processed and prepared for student viewing.

Best Practice – Use the Keyboard Shortcuts

During the capture, we recommend that you use the keyboard shortcuts for pause, resume, and stop. Using shortcuts to pause/resume the capture allows you to hide your on-screen actions (that you will, most likely, want to cut out in the editor.) The shortcuts are provided below.

Action	Windows Shortcuts	MacOS Shortcuts
Pause the recording	**Alt** + **F3**	**Command** + **6**
Resume the recording	**Alt** + **F3**	**Command** + **6**
Stop the recording	**Alt** + **F2**	**Command** + **8**

Prepare to Record

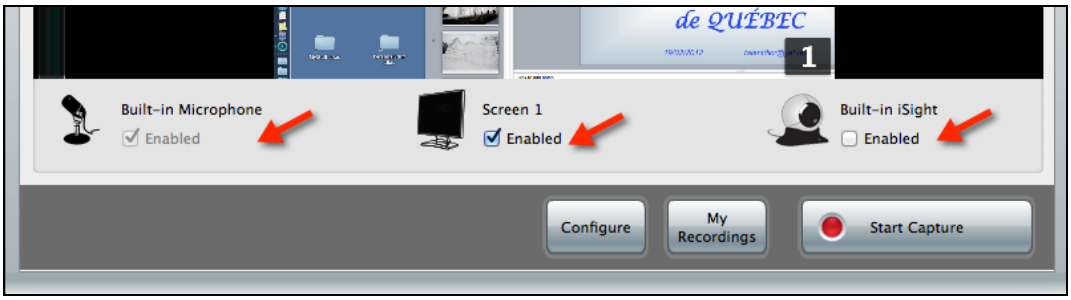
Best Practice: Clean Up Your Desktop

Before beginning a recording, we recommend that you close (or at least minimize) all applications and windows except for Personal Capture and any applications you will use during the recording. The recording will be less cluttered and more professional looking.

1. **Attach** all the devices (microphones and cameras) you are planning to use **now**, before starting Personal Capture.
2. Start Personal Capture by selecting **Personal Capture** from the Start Menu or by double-clicking on the application icon.
3. You may be prompted with an update for Personal Capture. We recommend applying updates. See Getting Personal Capture Updates.
4. The next page will be either the **Welcome Screen** or **My Recordings** page. This depends on your settings. See General Configuration settings.
5. Open the application (such as a PowerPoint presentation) that you want captured.
6. Click **Start Capture**.
7. Enter a title for the recording.

Best Practice: Enter a Descriptive Title
We recommend entering a descriptive title that will help you remember the content when you see it in the **My Recordings** list. You can change the title when you publish the recording.

8. On the precapture page:
   - Verify that all of the attached devices (microphones, cameras) appear.
   - Select the devices you will use.



Audio is Selected by Default
Although the audio device check box is grayed, it is selected by default. Your voice will be recorded.

Start the Recording

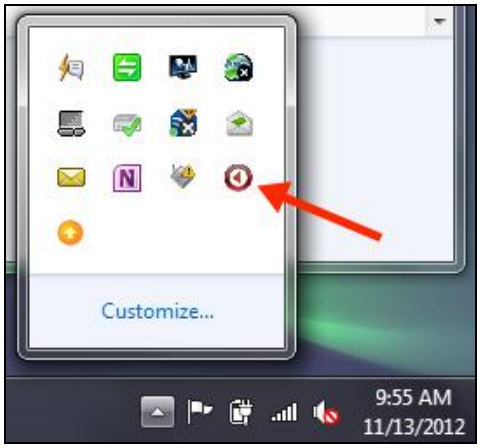
With everything set, we'll now start capturing your learning moment.

1. Click **Start Capture** to begin the actual capture from the selected devices.
2. The Recording screen window minimizes and a countdown timer appears.

If You Are Using High Definition Cameras
If you are using two high definition cameras, the recording may abort at this point. This occurs because the computer does not have enough power to process the flood of data from both cameras.
You have two alternatives:
- Reduce the resolution on one or both cameras and restart your capture.
- Use just one high definition camera, not two, and restart your capture.

3. When the countdown timer completes and disappears, a Personal Capture icon appears. Clicking on this icon gives you access to the stop recording and pause/resume commands. The following figures show the Personal Capture icon location in each operating system.

- **Windows**: The Personal Capture icon is in the system tray.



- **MacOS**: The Personal Capture icon (and a timer) appears in the menu bar.

4. Begin the presentation.
5. During the recording you can pause and resume the capture, using the keyboard shortcuts or the commands accessed from the Personal Capture icon.

Pause and Resume a Recording

The **Pause Capture** and **Resume Capture** buttons allow you to stop a capture at any time, turn your attention elsewhere, and then resume the capture. You might use these buttons when any of the following situations occurs:

- A colleague or student comes into your office
- You need to look up some information
- Your recording environment becomes noisy or distracting

You can pause a capture for up to 15 minutes. After that, you are prompted to either continue or stop the capture.

Best Practice: Use the Keyboard Shortcuts

We strongly recommend that you use the keyboard shortcuts for pause, resume, and stop. If you do not use the shortcuts, your capture will include screen actions that you will have to cut out in the editor. Memorize the keyboard shortcuts.

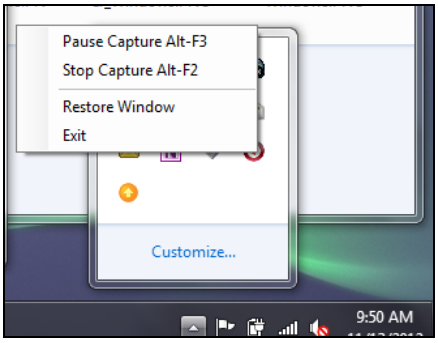
Stop Recording

Certain actions will terminate your recording. These include shutting your laptop, logging out of your computer, and changing USB devices. If any of these events occur, your capture will be saved but not published.

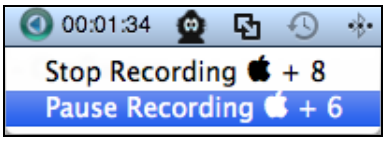
When you are finished with your recording use the keyboard shortcuts (recommended) or the Personal Capture user interface to stop the capture.

To use the user interface commands:

- **Windows:** Click on the Echo360 icon in the System tray and select **Stop Capture**, as shown in the figure below.



- **MacOS:** Click on the Echo360 icon and select **Stop Recording**, as shown in the figure below.



Review a Recording

After you complete a recording, you will want to review it. You may also want to edit it. If you do make edits to the recording, you will want to review the edited version to be sure it is ready for publishing.

When the recording is ready, you can publish the recording so it can be viewed by students.

1. Use either of the following methods to open the **Edit Recording** screen where you can review the recording:
   - In the **My Recordings** screen, select the recording and click **View/Edit**. The **Edit Recording** screen appears.
   - Immediately after stopping a recording, the **Edit Recording** screen appears.
2. In the **Edit Recording** screen, use the playback control buttons, located at the bottom left corner of the Edit Recording screen, to play, pause, and stop the playback of the selected recording. The figure below shows the playback control buttons.

3. Review the recording.
   - Check that the video quality is satisfactory, especially if you used high definition cameras.
   - Decide if there are any portions you want to remove in the editor. If you paused and resumed a recording but did not use the keyboard shortcuts, you will have on-screen actions that you may want to remove.

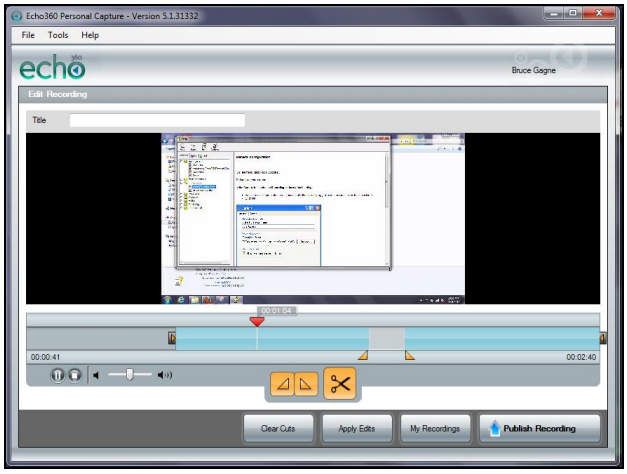
Edit a Recording

After you complete a recording, you may also want to edit it. If you do make edits to the recording, you will want to review the edited version to be sure it is ready for publishing.

When the recording is ready, you can publish the recording so it can be viewed by students.

Use either of the following methods to open the **Edit Recording** screen where you can review the recording:

- In the **My Recordings** screen, select the recording and click **View/Edit**. The **Edit Recording** screen appears.
- Immediately after stopping a recording, the **Edit Recording** screen appears.

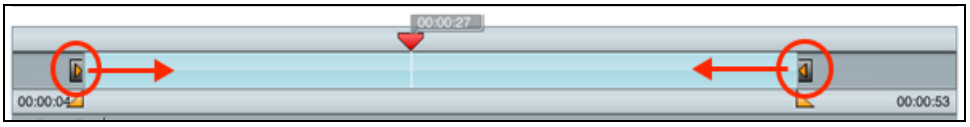


The Edit Recording screen controls allow you to:

- Trim the beginning and end of a recording ("top 'n tail")
- Cut a segment from the middle of a recording

Trim or "Top 'n Tail"

You may want to trim off the beginning and end of a presentation, leaving only the substantive portion. The figure below shows a recording with the Right and Left Trim buttons identified.



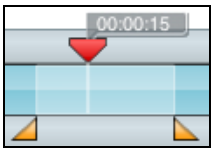
1. Select the recording to be edited.
2. Click **View/Edit**. The Edit Recording screen appears.
3. Drag the left slider in to trim the beginning of the recording.
4. Drag the right slider in to trim the end of the recording.
5. Make sure the playhead is at the beginning of the timeline.
6. Play the recording with the cuts in place.
7. Either clear the cuts (with the **Clear Cuts** button) or save your changes (with the **Apply Edits** button).

8. If you save changes, the edits are applied and the **My Recordings** page appears.
9. Notice that your recording is shown as **Edited**.

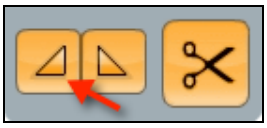
Cut a Segment

If you paused and resumed a recording, you may want to cut out the middle portion of the recording that shows you clicking the pause and resume buttons.

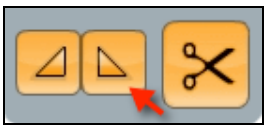
1. Select the recording to be edited.
2. Click **View/Edit**. The Edit Recording screen appears.
3. Mark the segment you want cut, using either the playhead and marker buttons or the sliders.
   a. To use the playhead and marker buttons:
      i. Position the playhead on the section where you want the cut to start. In this example, the cut begins at 00:00:15 seconds.



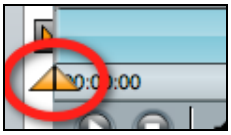
      ii. Click the mark-in button. This places the mark-in point at the current playhead position.



      iii. Position the playhead on the section where you want the cut to end.
      iv. Click the **mark-out** button. This places the mark-out point at the current playhead position.



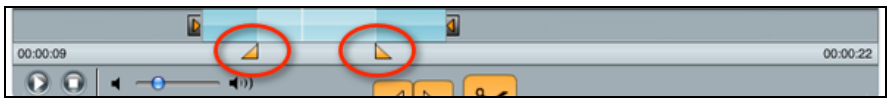
   b. To use the sliders:
      i. Find the sliders to the left of the timeline.



      ii. Drag the left slider in to the start of the segment.

      iii. Drag the right slider in to the end of the segment.

iv. Verify that the sliders are in the correct positions.



4. Click **Cut**.

5. Notice that the cut area appears gray on the timeline.
6. Play the recording with the cuts in place.
7. Either clear the cuts or save your changes.
8. If you save changes, the edits are applied and the **My Recordings** page displays.
9. Notice that your recording is shown as **Edited**.

Clear Cuts

Clearing cuts replaces the segment(s) you cut and returns that section of the recording to its original state. You can use these methods if you are cutting a middle segment. You ***cannot*** use this method when trimming the beginning or end of a recording.

- To clear the last cut made double-click the gray cut area.

- To clear *all* cuts made to the timeline, click the **Clear Cuts** button at the bottom of the application window. A pop up dialog box asks for confirmation to clear all cuts from the recording. Click **Clear all cuts**.

Save Changes

IMPORTANT! Changes are permanent once you click **Apply Edits** to save your changes. They *cannot* be undone.

1. Click **Apply Edits**.
2. Confirm or cancel changes.

NOTE: Saving changes saves the recording to the local directory. You must still publish the recording to the EchoSystem Server to make it available for students.

Publish a Recording

After you create and, if necessary, edit your recording, you will want to publish the recording so it can be viewed by students.

Publishing a recording consists of these phases:

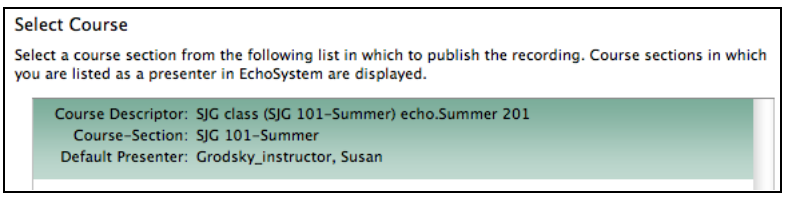
1. Select the recording to be published.
2. Review and edit the recording's metadata (the title, date, and time).
3. Publish the recording.

> **Who can do this?**
> You must have a Personal Capture license assigned to you in order to publish your recording.

Select the Recording

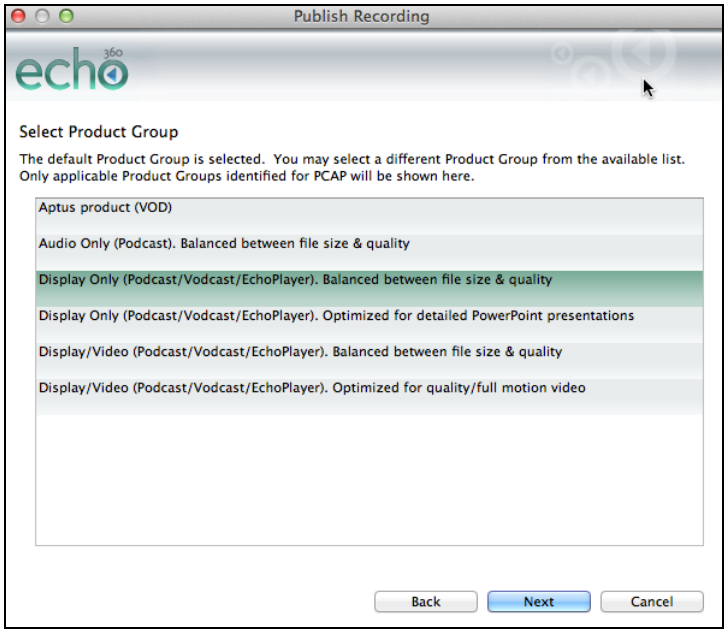
1. Select the recording to be published in one of the following two ways:
   - From the **My Recordings** page, select the recording in the list and click **Publish Recording**.
   - From the **Edit Recordings** page, click **Publish Recording**.
2. Log in to the ESS. If you are not able to log in, contact your System Administrator.

3. Review the list of sections displayed. You will see only sections that you are associated with.


Select Course
Select a course section from the following list in which to publish the recording. Course sections in which you are listed as a presenter in EchoSystem are displayed.
Course Descriptor: SJG class (SJG 101-Summer) echo.Summer 201
Course-Section: SJG 101-Summer
Default Presenter: Grodsky_instructor, Susan

4. Select the section.
5. Click **Next**.
6. Select the product group.

- The product group determines which output products will be supported and what aspects of your recording will be optimized.
- When your System Administrator or Scheduler set up recording for your section, s/he specified a default product group.
- The default product group is, in most cases, the best choice, but you may want to select a different product group. For example, the default product group may be one that allows only audio and display products. But you have used a web camera to capture video for your recording (this is one of the benefits of Personal Capture). If you used the default product group, you would lose the video. You select a product group that includes audio, video and display products so that you do not lose the video capture.
- **Best practice:** Choose the default product group then review the Echo. If the display or video seem blurry, or if the audio is unclear, discuss this with your System Administrator. You may want to reprocess the recording with a different product group.


Publish Recording
Select Product Group
The default Product Group is selected. You may select a different Product Group from the available list.
Only applicable Product Groups identified for PCAP will be shown here.
Aptus product (VOD)
Audio Only (Podcast). Balanced between file size & quality
Display Only (Podcast/Vodcast/EchoPlayer). Balanced between file size & quality
Display Only (Podcast/Vodcast/EchoPlayer). Optimized for detailed PowerPoint presentations
Display/Video (Podcast/Vodcast/EchoPlayer). Balanced between file size & quality
Display/Video (Podcast/Vodcast/EchoPlayer). Optimized for quality/full motion video
Back
Next
Cancel

7. Click **Next**. You will be asked to review and edit the Metadata (title, date and time) for the recording.

Review and Edit the Metadata

1. In the Select Echo dialog box, shown below, click the appropriate radio button.
   - Create new Echo
   - Replace existing Echo
2. If necessary, change the Echo date and time.

Publish Recording
Select Echo
You can either create a new Echo or replace an existing one for this course. Only personal capture based Echoes for this course will be listed for replacement. Replacing an existing Echo will not change published links.
Create new Echo
Replace existing Echo
Set Echo date and time
Set the start date and time for the new Echo. This becomes the presentation date and time to the students viewing the Echo.
11/15/2012 2:56 PM
Back
Next
Cancel

3. Click **Next**.
4. If necessary, edit the title.

Publish Recording
Edit Echo Details
Set Echo title before publishing to the server. This is displayed to the student as the presentation title. When you are finished click "Publish" to upload the recording and begin processing
Title
Another beautes fondantes
Back
Publish
Cancel

Publish the Recording

1. Once you have selected and reviewed or edited the metadata information, click **Publish**.
2. Notice that the recording appears in the **My Recordings** page with a status of **Transcode Pending**, and then **Publishing**.
3. When the upload is complete, the status changes to **Published**.

Publishing Time Varies

Publishing time depends on the edits you made, the size of the recording, and network conditions.

Once the upload is complete, you can see the published recording in both the ESS and on the EchoCenter page for the section.

Published Recording in the ESS:	**Published Recording on the EchoCenter Page:**